



Job Opportunity

State Controller's Office

Position: Office Technician (General)

Statewide

Location: Administration and Disbursements Division
300 Capitol Mall, Suite #634, Sacramento, CA 95814

Issue Date: July 11, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Tom Yowell, (916) 322-5320 or
Cindy Hanneman, (916) 445-3633

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

California Relay Service: 1-800-735-2929

Position Number(s): 051-120-1138-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the supervision of the Staff Services Manager II, the incumbent will exercise a high degree of independence, initiative, and originality in performing a variety of tasks related to Administrative support and Budget Office activities. Duties include, but not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Prepare, type, proof, format, edit and make grammatical corrections to correspondence, memorandums, meeting agendas, and reports submitted by management and staff within the Fiscal and Business Operations Bureau (FABO).
- Distribute and maintain updates to the State Administrative Manual, Management Memos, etc. Order office supplies, as needed, for Administration and Budget offices. Maintain the copier, fax machine, and any other office machines; and initiate service calls.
- Provide administrative support to management staff within Division, and in the absence of the support staff member assigned to the Division Chief, provide all administrative support for the Division Chief.
- Schedule meetings, conference rooms, and make travel arrangements for the Chief, Bureau Chief and all FABO Managers. Date stamp, pickup, and distribute all incoming and outgoing mail and documents.
- For the Budget Office, maintain position control information, the chronological files, and the signature history log. Annually prepare Budget Change Proposal and Legislative Hearing Binders. Coordinate the preparation of the Out-of-State Travel Blanket. Print monthly budget reports. Provide support, track expenditures, and gather information and prepare documents and invoices, etc.
- Maintain Mandated Reports database program for department including sending reminder



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



- emails, updating database, and sending monthly/quarterly/annual reports to management.
- Maintain the control log of decision documents that are routed within the Department.
 - Serve as attendance coordinator for FABO, reconcile registered warrants, process IDP/Probationary Reports, and assist the personnel specialist with various personnel matters.
 - Serve as division contact for business services issues, such as telecommunications, building services, forms management, and recycling.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division

300 Capitol Mall, Suite 634

Sacramento, CA 95814

Attn: Tom Yowell

SROA and surplus candidates should attach "surplus letters" to application. Failure to do so may result in your application not being considered.